Name:

Period:

Date:

**Step 1: Topic Outline**

|  |  |
| --- | --- |
| Topic Outline **Model** | Topic Outline **Sample** |
| I. Introduction  A. General Area  B. Option(s)  C. Description or definition  II. Body Paragraph 1: **Background**   1. Sub-point 1 2. Sub-point 2   III. Body Paragraph 2: **“How to”**   1. Sub-point 1 2. Sub-point 2   IV: Body Paragraph 3: **Technology**   1. Sub-point 1 2. Sub-point 2   V. Body Paragraph 4: **Person/Place/Thing/Idea**   1. Sub-point 1 2. Sub-point 2   VI. Conclusion  A. Statistics (Salary, job outlook, etc.)  B. Program Details | I. Introduction  A. Education  B. Secondary English  C. Language Arts in grades 7-12    II. Body Paragraph 1: **History of Public Schools**  A. First official public school  B. Current (PA) and national laws    III. Body Paragraph 2: **License Requirements**   1. Post-Secondary 2. Student teaching   IV: Body Paragraph 3: **Traditional Classroom**   1. Power School 2. E-texts   V. Body Paragraph 4: **Cyber School**   1. Assignments 2. Interacting with instructor   VI. Conclusion   1. Employment Trends 2. Salary Comparison |

**Each sub-point should have 1-2 note cards.**

**The topics of the body paragraphs are suggestions (so is the order).**

**Vo-Tech: Structure the paper based on the “Career Summary” guidelines.**

Name:

Topic Outline

I. Introduction

A. General Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Option(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. Body Paragraph 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­

1. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

III. Body Paragraph 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IV. Body Paragraph 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

V. Body Paragraph 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VI. Conclusion

1. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sub-point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_